



SEATTLE UNIVERSITY

Information Technology Council

*Minutes of the Meeting
Tuesday, June 27, 2006
Hunthausen Hall, Room 160*

(Note: June 20, 2006 meeting was canceled.)

Committee Members Attending*:

Tim Leary, <i>Chair</i>	Nancy Gerou	John Popko *
Sharon Cumberland	Connie Ma	Ivette Serna
Doug Duncan *	Jacquelyn Miller *	Gregory Silverman
Robert Duniway *	Melissa Mullinax *	Bo Vieweg*
Joe Eastham *	William Poole*	James White
Michel George		

** Denotes that member was present at meeting*

- A. IT Council [Proposed] Information Sheet.** The group discussed the document submitted by Doug Duncan (dated June 20, 2006) and made suggested modifications as shown on the attached revised version.

The most significant change was to eliminate 2 proposed sub-committees of the standing Administrative Technology Committee; to define what financial obligation would constitute a “major technology initiative,” and to clarify how the standing committees would be represented on the Council.

Since less than half of the ITC was able to attend this meeting, it was felt that these changes should be reviewed by the entire ITC before submission to the Executive Team.

- B. Operating Groups.** The question was raised, “When does an operating group need to be formally identified or recognized by the ITC?” The consensus of the attending members was that such groups can be formed at any time but should formally notify the ITC of their existence so that they can be formally recognized. In the event that an OG wants to implement a major technological initiative, however, it must go through the ITC review process (to be established). It was also felt that a previously recognized OG should be allowed to submit a proposal directly to ITC.
- C. Content Management System.** OIT announced that the SunGard-Collegis “Site Builder Tool Kit” will be proposed for consideration as a CMS. It is used in other universities and would be offered at no cost to the University. A demonstration will be set up for the next ITC meeting (July 11, 2006).

Note: post-meeting discussions raised the issue of whether the Site Builder demo to the ITC was short-cutting the process for product review; that the demo should be first presented to the CMS Working Group which would determine whether the product met the technical requirements and whether it was recommended for review by the ITC. The demo was cancelled.

Chartering of a CMS Working Group was discussed. There is an existing Charter for the CMS project, but there is no charter or charge for this Group. The charge/charter should at least include that the Group would initially evaluate various vendor products according to the technical requirements document the previous CMS Task Force prepared in 2005 and make a recommendation

to the ITC for one or more products to review. It was felt that the Group should, however, continue to operate through the implementation phase to insure that the project was on target and the University's interests were represented.

Individuals identified as potential candidates for the CMS Working Group included previous members of the CMS Task Force: Don Sullivan, Charles Wesley, Eric Larson and Bo Vieweg from OIT; Bob Duniway (IR); Joe Eastham (Web Communications) and Doug Duncan. The consensus was that because his area would be heavily impacted by a CMS and he has the confidence of the faculty, Jim White should be on the Group and be its Chair.

Bo suggested strongly that for a successful implementation the CMS will need an "Executive Sponsor" from upper level administration as well as a "Project Manager." OIT will make a recommendation as to whether the Project Manager should be from OIT, the University or an outside consultant.

Finally, the attending members unanimously agreed that the entire CMS project should be a model of proper use of ITC policies, procedures and processes.

D. Future Agenda Items:

- Finalize written Council and Committee charge, structure, and authority for presentation to E-Team.
- Approve IT Strategic Plan and tactical plan
- Discuss the University's budget processes, especially where IT funding is concerned
- Solidify Council and Committee membership and set voting rights
- Craft easily followed guidelines and processes for requesting and gaining ITC approval
- Create communication plan to inform constituents
- Draft or alter critical policies and procedures governing IT resources

Minutes submitted by Doug Duncan